



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Rockville MD 20857

OCT 22 1993 .

SGM 93-3

TO: Area and Associate Directors
FROM: Acting Director
SUBJECT: Storage of Inactive Indian Health Service Records

This Special General Memorandum (SGM) is reiterating policy and procedures established by the National Archives and Records Administration (NARA) regarding the storage of inactive records. Inactive records are records that are no longer required to conduct current Agency business.

It is the responsibility of the Indian Health Service (IHS) to transfer inactive records to the appropriate Federal Records Center (FRC) for storage, and to dispose of records as authorized by the appropriate disposition schedule, i.e., the NARA General Records Schedule or the IHS Records Disposition Schedule. No office is authorized to rent, lease, or purchase warehouse space for the storage of inactive IHS records.

The NARA operates a system of FRCs for the economical storage of inactive Federal agency records, pending the deposit of the records in the National Archives of the United States or other disposition authorized by law.

The mission of the FRC system is to assist agencies in the efficient and economical management of their records. Use of the FRCs by the IHS saves both space and money. Five times as many records can be stored per square foot of FRC space as in the equivalent agency office space. In addition, the IHS does not pay for FRC storage cost.

The short term use of Records Holding Areas, containing either less than 5,000 square feet of storage space or less than 25,000 cubic feet of records, by the IHS for temporary storage of inactive records before their transfer is permitted. The facility standards in 36 Code of Federal Regulations, Subsection 1228.222, apply to these holding areas.

The Office of Administration and Management, Division of Administrative Services, General Services Branch, Records Management Section (RMS) staff is actively implementing an IHS-wide Records Management Program. Based on the results of Workgroup meetings and working sessions with IHS staff, the RMS staff has developed an ambitious workplan to improve the maintenance, use, and disposition of IHS records. Their efforts are being supplemented by the active participation of NARA staff in training and technical assistance sessions.

Area and Associate Directors

In accordance with Section 2 of the Federal Manager's Financial Integrity Act requirements, I expect your full cooperation and participation in the establishment of an effective Records Management Program within your organization. Your efforts will contribute to a records system that ensures the efficiency, security, and integrity of IHS operations.

Questions regarding this SCM or the Records Management Program may be referred to the IHS Records Management Officer, Headquarters West,, Albuquerque, **New** Mexico, on (505) 262-6161.



Michel E. Lincoln

Refer to:
OAM/DAS/GSB/RMS